UNITED
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Secretariat

ST/IC/1995/67
13 October 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: SPECIAL ARRANGEMENTS FOR ADMISSION TO THE PREMISES, PARKING AND CATERING FACILITIES DURING THE SPECIAL COMMEMORATIVE MEETING OF THE GENERAL ASSEMBLY

1. The purpose of the present circular is to inform staff members and other authorized personnel of the special arrangements that will be in effect at Headquarters regarding admission to the United Nations premises, parking and catering facilities during the special commemorative meeting of the General Assembly on the occasion of the fiftieth anniversary of the United Nations, scheduled from Sunday, 22 October, to Tuesday, 24 October 1995.

Closure of the United Nations buildings and First Avenue to the public

2. On the occasion of the special commemorative meeting, approximately 150 heads of State and Government are expected to visit the United Nations. For security considerations, the United Nations buildings will be closed to the public from 6 p.m. on Thursday, 19 October, to 5 p.m. on Wednesday, 25 October. All guided tours will be suspended. Individuals holding the following types of passes will not be given access to the Headquarters buildings during this period: non-governmental organization, temporary, courtesy, retiree, outside messenger, temporary media, recreational club, guest or library identification cards. All appointments and meetings during this period should be scheduled bearing this in mind. As access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard.

3. In addition, the local authorities will close the section of First Avenue in front of the United Nations intermittently starting at 7 a.m. on Sunday, 22 October, and at 7.30 a.m. on Monday and Tuesday, 23 and 24 October respectively, and until the adjournment of the meeting on each of these days. In addition, on Sunday, 22 October, the FDR Drive in the area of the United Nations will be closed from 8 a.m. to 2 p.m.

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Access to and within the Headquarters buildings

4. Staff members and other authorized personnel will be admitted to the United Nations premises only upon presentation of a valid United Nations Headquarters identification card. Arrangements have been made with local police authorities to permit staff members and other authorized personnel to cross First Avenue at 42nd Street. To avoid delays, it is advisable that all personnel arrive at this crossing point well before 8.30 a.m. Staff members may also cross First Avenue at 49th Street, walk to the checkpoint at the north-east corner of 48th Street and First Avenue and enter the building via the garage entrance at 48th Street. United Nations Security Officers will be posted at those designated crossing points to assist the police authorities in identifying staff members and other personnel. See the annex to the present circular for details.

5. Staff members and other personnel whose work is not related to the activities of the Special Commemorative Meeting should avoid the Headquarters premises on Sunday, 22 October.

6. During the special commemorative meeting, from Sunday to Tuesday, 22 to 24 October, the General Assembly building, including the General Assembly Public Lobby, the second floor balcony, the third floor balcony and the entire second floor of the Conference building have been designated as restricted areas. Special passes will be required for staff members and other personnel who have official duties in the restricted areas. The yellow restricted-area passes issued for the fiftieth session of the General Assembly will not be valid during the special commemorative meeting. The names of personnel who require special restricted-area passes must be submitted to the Chief of the Security and Safety Service by the heads of each working group of the Special Commemorative Session Logistics Task Force. The deadline for submission is Tuesday, 17 October. Only staff members and other personnel with valid United Nations identification cards and specific assignments within the restricted area will be granted special restricted-area passes or permitted in those areas.

7. In order to permit the staff to view some of the proceedings of the special commemorative meeting, closed-circuit television monitors will be placed in the south public lobby of the Secretariat building. The proceedings will also be carried on local cable television channel 73.

Parking

8. The United Nations garage will be closed to all authorized users from 8 p.m. on Friday, 20 October, to 4 a.m. on Sunday, 22 October. All vehicles must be removed from the garage before 8 p.m. on Friday, 20 October. Any remaining vehicles will be towed at the owner's expense. The Host Government has agreed to provide alternate parking locations for staff members required to work during this period. Commencing at 8 p.m. on Friday, 20 October, to 4 a.m. on Sunday, 22 October, staff members will be permitted to park: (a) between 34th and 40th Streets, on both sides of First Avenue as well as along the west side of Second Avenue; and (b) on 35th to 38th Streets in the block between the FDR Drive and First Avenue. Any staff member required to work during this time and intending to use an alternate parking location should obtain a special parking permit from the Garage Administration located in room CB-021 on Thursday, 19 October. The permit must be displayed prominently on the vehicle's

dashboard when parked at the special locations. Applications for the special permit must be certified by the staff member's executive or administrative office. The United Nations is not responsible for the safety of vehicles while parked in any of these alternate locations.

9. The garage will reopen at 4 a.m. on Sunday, 22 October, for access by staff members in possession of valid parking permits. In the light of the special traffic patterns and mandatory vehicle searches, staff members are advised to arrive before 7 a.m. in order to minimize delays in entering the United Nations garage. Parking will be allowed only in some areas of the second level and on the third level. Vehicular traffic will be required to enter the garage at the 48th Street entrance from the FDR Drive and exit through 42nd Street using the south drive. As indicated in information circular ST/IC/1995/57, all vehicles entering the premises are subject to search. It should be noted that there will be occasions when access to the Headquarters area may be delayed by the law enforcement personnel of the Host Government. In view of the limited access to the United Nations premises during the special commemorative meeting, and expected traffic delays, staff members are requested to use public transportation as much as possible.

Catering facilities

10. As it is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and using the catering facilities at the United Nations, to the extent possible facilities will be expanded to accommodate them. In addition, during this period, the hours of operation for some catering facilities normally used by staff will change. Hours for the following facilities will be in effect from 21 to 24 October:

Cafeteria (Secretariat Building - first floor)

Saturday (21 October)	8 a.m.-10 p.m.
Sunday to Tuesday (22 to 24 October)	6 a.m.-10 p.m.

UNCA Club (Secretariat Building - third floor)

Saturday to Tuesday (21 to 24 October)	10 a.m.-10 p.m.

Staff Café (Conference Building - fourth floor)

Sunday to Tuesday (22 to 24 October)	12 noon-2.30 p.m.

UNDC-1 Cafeteria (third floor)

Saturday (21 October)	8.30 a.m.-6 p.m.
Sunday to Tuesday (22 to 24 October)	7.30 a.m.-4.30 p.m.

11. The Delegates' Dining Room will be open on Monday and Tuesday, 23 and 24 October, from 11.30 a.m. to 2.30 p.m., but priority will be given to reservations from delegations.

ANNEX

Special Commemorative Meeting, 22-24 October 1995

Street check points and pedestrian access

STREET CHECK POINT	ACCESS FOR	ENTRY GATE	BUILDING ENTRANCE	DURATION	RESTRICTIONS
42ND STREET (WEST OF 1ST AVE.)	DELEGATES AND STAFF	42ND STREET GATE	LIBRARY TUNNEL	24 HOURS	MUST HAVE VALID UNITED NATIONS ID. MAY CLOSE FOR MOTORCADE MOVEMENTS
45TH STREET (WEST OF 1ST AVE.)	HEADS OF STATE HEADS OF GOVERNMENT	46TH STREET VISITORS' GATE	DELEGATES ENTRANCE	0700 - UNTIL CONCLUSION OF THE MEETING ON EACH DAY	MUST HAVE VALID UNITED NATIONS ID. MAY CLOSE FOR MOTORCADE DEPARTURES
	HEADS OF DELEGATION AND OTHER DELEGATES	46TH STREET VISITORS' GATE	VISITORS ENTRANCE (CANADIAN DOORS)		
48TH STREET (EAST OF 1ST AVE.)	DELEGATES	46TH STREET VISITORS' GATE	VISITORS ENTRANCE (CANADIAN DOORS)	0700 - UNTIL CONCLUSION OF THE MEETING ON EACH DAY	MUST HAVE VALID UNITED NATIONS ID
	STAFF	48TH STREET GARAGE ENTRANCE	STAIRWAY NO. 6	24 HOURS	
	PRESS	48TH STREET PLAYGROUND GATE	CONFERENCE BUILDING 1ST BASEMENT NORTH GLASS DOORS	0530 - UNTIL CONCLUSION OF THE MEETING ON EACH DAY	

Vehicular access

ENTRY POINTS	ACCESS FOR	BUILDING ENTRANCE	DURATION	RESTRICTIONS
43RD STREET VEHICULAR ENTRANCE	HEADS OF STATE HEADS OF GOVERNMENT AND HIGH RISK MOTORCADES	DELEGATES ENTRANCE	24 HOURS	ESCORTED MOTORCADES ONLY. ALL PASSENGERS MUST HAVE VALID UNITED NATIONS ID PLUS SPECIAL PASS
47TH STREET DROP OFF (ST. GEORGE STATUE)	HEADS OF DELEGATION AND OTHER VIPs (NOT PART OF HS/HG MOTORCADES)	VISITORS ENTRANCE (CANADIAN DOORS)	0700 - UNTIL CONCLUSION OF THE MEETING ON EACH DAY	ALL PASSENGERS MUST HAVE UNITED NATIONS ID PLUS SPECIAL PASS. ALL VEHICLES MUST HAVE VALID UNITED NATIONS DECALS
48TH STREET GARAGE ENTRANCE	ANY VEHICLE WITH VALID UNITED NATIONS PARKING PERMIT AND PRE-AUTHORIZED DELIVERY TRUCKS	STAIRWAY NO. 6	24 HOURS	ALL MUST HAVE VALID UNITED NATIONS ID. DELIVERY TRUCKS RESTRICTED TO 0400-0600 HOURS

46th Street will be the route for unescorted vehicles. Must have a valid United Nations vehicle permit.

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ST/IC/1995/68
18 October 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in September 1995.

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PLACEMENT AND PROMOTION

1 September to 30 September 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Altshuler, Robert	M	DESIPA	DESIPA	P-3
Amer, Janette	F	OLA	OLA	P-3
Chao, Evelyn	F	DAM/OCSS	DAM/OCSS	P-3
Cohen, Shem-Tov	M	DAM/OCSS	DAM/OCSS	P-3
Cordero, Jorge Manuel	M	ECLAC	ECLAC	P-3
Estrella-Faria, Jose Angelo	M	OLA	OLA	P-3
Lecomte, Lucie	F	DAM/OCSS	DAM/OCSS	P-3
Riazantsev, Alexei	M	DAM	DAM	P-3
Bazinas, Spyridon	M	OLA	OLA	P-4
Gruber, Jacques	M	DAM/OCSS	DAM/OCSS	P-4
Kamal, Iman	F	DAM/OCSS	DAM/OCSS	P-4
Kochetkov, Serguei	M	DAM/OCSS	DAM/OCSS	P-4
Laslami, Abdellatif	M	DAM/OCSS	DAM/OCSS	P-4
Strogunov, Mikhail	M	DAM/OCSS	DAM/OCSS	P-4
Andreassier, Brigitte	F	DAM/OCSS	DAM/OCSS	P-5
Comba, Giuliano	M	DAM/OHRM	CHR	P-5
El-Kholy, Mohamed Ali	M	DAM/OCSS	DAM/OCSS	P-5
Mackby, Jenifer	F	DPA	DPA	P-5
Rivero, Isel	F	DPKO	DPKO	P-5
Rolling, Christian	M	DAM/OCSS	DAM/OCSS	P-5
*Bieler, Thomas	M	DAM/OPPBA	DAM/OPPBA	D-1
Hannig, Cristina	F	DESIPA	DESIPA	D-1
Oduyemi, Oluseye David	M	DPI	DPI	D-1
TRANSFER				
Taqui, Esau	M	ECA	DAM/OCSS	P-3

* To be effected as a result of the reclassification of the functions of the post.

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ST/IC/1995/69
18 October 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in September 1995.

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PLACEMENT AND PROMOTION

1 September to 30 September 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Adams, Thomas	M	DAM/OCSS	DAM/OCSS	S-3
Patterson, Donald	M	DAM/OCSS	DAM/OCSS	S-3
Hoffman, Frank	M	DAM/OCSS	DAM/OCSS	TC-6
De La Cuesta, Sylvia	F	DDSMS	DDSMS	G-5
Duharte-Parker, Gladys	F	DAM/OPPBA	DAM/OPPBA	G-5
Luciano, Nelia	F	DAM/OPPBA	DAM/OPPBA	G-5
Mudho, Mary	F	DAM/OCSS	DAM/OCSS	G-5
Nee, Corinna	F	DDSMS	DDSMS	G-5
Castillo, Maria	F	DAM/OHRM	DAM/OHRM	G-6
Lacson, Regina	F	DAM/OCSS	DAM/OCSS	G-6
Salazar, Yolanda	F	DDSMS	DDSMS	G-6
Sohrawardy, Syed	M	DDSMS	DDSMS	G-6

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Secretariat

ST/IC/1995/70
19 October 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VIEWING OF VACANCY ANNOUNCEMENTS AT HEADQUARTERS, OFFICES AWAY FROM HEADQUARTERS AND FIELD MISSIONS

1. The present circular is intended to remind staff members of the various places where vacancy announcements are posted, including hard-copy posting at Headquarters and electronic posting world wide.

2. As previously announced in information circular ST/IC/1994/49 of 11 November 1994, vacancy announcements are posted at Headquarters on the bulletin boards located in the lobby of the Secretariat Building (near the cafeteria) and on the 3rd floor in both DC-1 and DC-2 buildings. In addition, the Office of Human Resources Management (OHRM) places all vacancy announcements in the Secretariat electronic mail system (cc:mail). They can be accessed in the bulletin board under the headings INT-VA-P, EXT-VA-P and VA-G and related categories. Vacancy announcements are also electronically transmitted to all offices away from Headquarters and field missions for local posting. Staff should consult the chief administrative officer or chief personnel officer of the office or mission concerned for information regarding vacancy announcement posting.

3. Staff at Headquarters may wish to note that, owing to the restructuring of the Office of Human Resources Management and the anticipated reconfiguration of offices, vacancy announcements will no longer be available for consultation in the OHRM offices on the 25th floor of the Secretariat Building. Staff are therefore advised to consult vacancy announcements at the three bulletin boards mentioned above, or in the cc:mail. Alternatively, staff may consult hard copies of vacancy announcements that are available in room DC-1-200, Monday through Friday.

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